

OFFICE OF REPORTS AND ESTIMATES

ORE OPERATING PROCEDURE - INSTRUCTION No. 31

19 September 1950

SUBJECT: Evaluation of CIA Intelligence Information Reports

1. ORE Office Operating Procedure (originally ORE Instruction) No. 26 - 47 dated 29 May 1947 is hereby rescinded.
2. ORE is responsible for the timely evaluation of CIA intelligence information reports submitted by the Office of Operations and the Office of Special Operations, except for scientific information.
3. In order that evaluations may be of the maximum value, ORE components will execute evaluations of reports with which they are charged within two days after receipt of the reports when such action will not interfere with production activities. The discretion in matters of priority will be exercised by division chiefs as appropriate.
4. Evaluation of reports will be achieved in the following manner:
 - a. Information Control Branch (B/IC) will assign the evaluation responsibility to the division having primary cognizance of the report content, except that reports in response to a requirement directive will be assigned to the requestor for evaluation. Any division may request other divisions to contribute to or execute the evaluation of a report assigned to it.
 - b. Evaluations will be made in triplicate on form 70-10. Two copies will be sent to the office of origin and one copy retained by the evaluating division.
 - c. Two copies of OO-B reports will be provided the evaluating division. One copy will be attached to the two copies of the evaluation to be sent to the office of origin. One copy will be retained by the evaluating division.
 - d. One copy of OSO reports will be sent to the evaluator as only the two copies of the evaluation are to be returned to the office of origin.

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e. Evaluations will be picked up from the divisions by ORE messengers and brought to B/IC for sorting according to office of origin. Divisions are not required to log out evaluations as duplicate copies are retained by them.

f. Evaluations will either be picked up by OSO or OO personnel from ORE B/IC, or be sent to them daily from B/IC through normal channels.

5. It is emphasized that timely evaluations of reports provide current guidance and direction to OSO and OO field collection personnel thus allowing these offices to meet more adequately the requirements of ORE.

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